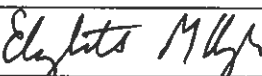


Department of Early Learning

Policy Title:	10.2.5 Probationary License		
Procedure:	See Attached		
References:	WAC 170-151-098; 170-295-0140 and 170-296-0440 RCW 43.215.290		
Applies To:	Licensing Staff	Contact:	Provider Partnership Division
Effective Date:	11/1/09	Review Date:	9/15/11 Created on: 9/15/08
Reviewed:	<input checked="" type="checkbox"/> Licensing Program Administrator <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> LPART		
Other Review (list)			
Director Approved:			

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with RCW and WAC regulations. Child care facility is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize the process of establishing probationary licenses. Provide direction regarding probationary licenses for child care licensing staff and State Office personnel involved in drafting and reviewing child care regulations and procedure manuals. Expectations of DEL personnel are clarified in this policy and the attached "Probationary License Procedure."

Policy

DEL personnel will adhere to all components of the attached Probationary License Procedure. In addition, DEL personnel are expected to:

- I. Professionally, accurately and in a timely manner thoroughly prepare for a probationary license, as outlined in the Probationary License Procedure and WAC 170-151-098; 170-295-0140 and 170-296-0440 and RCW 43.215.290.
- II. Respectfully communicate with the child care licensee and facility staff, providing accurate information about the probationary license procedure and the child care provider's responsibilities.
- III. Monitor the facility for fulfillment of the probationary license requirements.
- IV. Take necessary adverse licensing action to keep children safe if non-compliance with licensing regulations put children at imminent risk of serious harm.

Attachments

Probationary License Procedure
Probationary License Agreement
Probationary License Letter